



# FIRE DAMAGE REPAIR

Department of  
Community Development  
**Bureau of Buildings & Zoning**

City of Rochester, New York



## GENERAL INFORMATION REQUIRED

When applying for a permit you will need:

- Property owner's name, address and phone number
- Applicant's name, address and phone number
- If applicable, Contractor and/or plan preparer's name, address and phone number
- Project description, including location and extent of damage
- Workers' Compensation Insurance Certificate or waiver

If contractor is homeowner or individual contractor without Workers' Compensation insurance, a waiver, available in the permit office, may be substituted for certificate.

If contractor has employees, a Certificate of Worker's Compensation must be provided, naming the City of Rochester as certificate holder and addressed to:

City of Rochester  
Permit Office  
Room 121B City Hall  
30 Church Street  
Rochester, New York 14614

## MAPS & DRAWINGS REQUIRED

- Clear photos of the extent of the damage
- When no structural damage has occurred, a damage assessment report (i.e. claims adjustment report)
- If structural damage has occurred, drawings signed & sealed by a design professional licensed in the State of New York

## FEES

The fee is based on the cost estimate of the project, including labor and materials, whether purchased, owned or donated. The following table indicates typical permit fees according to the cost estimate:

Cost Estimate	Permit Fee
\$ 0 - 2,000	50.00
2,001 - 4,000	70.00
4,001 - 6,000	90.00
6,001 - 8,000	110.00
8,001 - 10,000	130.00
10,001 - 12,000	150.00
12,001 - 14,000	170.00
14,001 - 16,000	190.00
16,001 - 18,000	210.00
18,001 - 20,000	230.00

*If cost estimate is greater than \$20,000, please call 428-6561 for permit fee and other possible requirements*

## MINIMUM INSPECTIONS REQUIRED

- Inspections required depend on extent of damage, and will be determined at the time of permit issuance

*24 hour advanced notice is required.  
Call 428-6578 to schedule appointment*

## OWNER/APPLICANT RESPONSIBILITIES

- Ensure that a permit is obtained prior to start of work. Permits can be obtained in room 121B of City Hall.
- Ensure all inspections are performed as above
- Ensure that work is performed as per plans submitted with application
- Ensure that no damage or encroachment occurs to adjacent property during construction

Metered parking is available on North Fitzhugh Street adjacent to the building. Other parking is available in the Sister Cities Garage across the street from City Hall. The office is open from 9:00 am - 4:45 pm.

## USEFUL INFORMATION

- All structural members with greater than 1/4 inch of charring must be replaced
- All other minor damage must be scaled or scraped and sealed to prevent odor
- Fire damage in excess of 60% of the cost of replacement of the structure may require special zoning approval. Call 428-7043 for information
- Electrical and/or plumbing work will require separate permits
- If a property is located within a preservation district or is a landmark site, a Certificate of Appropriateness will be required from the Preservation Board (call 428-7043 for more information)
- Call 428-6561 with any questions regarding construction details during the planning stages

*The information in this brochure is a general overview. Certain applications may require more in-depth analysis.*